



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR LEGAL TYPIST

\$3,044* - \$3,400**

LEGAL DIVISION OFFICE

SAN FRANCISCO

RESPONSIBILITIES:

Under the direction of the Deputy Chief Counsel, the incumbent performs a variety of legal secretarial and administrative duties such as transcribing machine dictation, processing pleadings and preparing certified mailings, scheduling hearings, handling clerical inquiries from the public, and preparing and maintaining records and reports.

DESIRABLE QUALIFICATIONS:

- Outstanding word processing skills; proficiency with MS Word for Windows;
- Good public contact and communication skills;
- Demonstrated ability to use good judgment at all times and to exercise a high degree of initiative;
- Experience in assisting attorneys with urgent, time-critical tasks, e.g., word processing, or delivery and pick-up of time/litigation urgent original documents from other attorney offices.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Legal Typist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Human Resources Management Division, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **PLEASE INDICATE "Senior Legal Typist, position #239-3224-004" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3344.

FINAL FILING DATE: July 6, 2007

NOTE: Interested individuals must submit applications by the final filing date in order to be considered for this position.

* Includes the Hire-Above-Minimum rate for the San Francisco location.

** Incumbents who serve 12 months in San Francisco at the maximum rate may receive a 5% salary increase (\$3,570); incumbents who serve 12 months in San Francisco at this adjusted rate may receive an additional 5% salary increase (\$3,749).

DP 6/21/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
